

**DUTY STATEMENT**

SH3002 (Rev. 3/22/12)

*Box reserved for Personnel Section*

RPA #		C&P Analyst Approval		Date
Employee Name		Division Administrative Support Services		
Position No / Agency-Unit-Class-Serial 502-541-4546-		Unit Accounting Department		
Class Title Accounting Officer (Specialist)		Location Department of State Hospitals - Patton		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

**BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer position is responsible for performing professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
70%	<p><b><u>MAJOR TASK DUTIES AND RESPONSIBILITIES</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Is responsible for the accounts payable functions of auditing and vouchering invoices of an average difficulty for payment in accordance with the policies and procedures set forth by the State Controller's Office, California Prompt Payment Act, Department of Finance, State Administrative Manual, State Contracting Manual and the Accounting Department.</b> This includes, but is not limited to, certified small business/non-business suppliers, discounted invoices, direct charges, prepayments, revolving fund advances and replenishments, etc.</li> <li>▪ <b>Performs complex accounting duties, including independent review and determination of appropriate and accurate records. Reconciles and maintains contract ledgers.</b> Audits and analyzes invoices related to contractual agreements; ensuring sufficient Purchase Order and Master/Inter Agency Agreement balances exist to meet invoice payments.</li> <li>▪ <b>Identifies invoice discrepancies and initiates the formal invoice dispute process.</b> Ensures Invoice Dispute Notification (STD 209) forms are routed to suppliers within time frame processing guidelines stated in section 8474.1 of the State Administrative Manual. <b>Keeps contract Project Coordinators/Approvers abreast of invoice deficiencies.</b></li> <li>▪ <b>Validates and reconciles SCO journal entries timely before posting to accounting system to ensure compliance and accountability of direct transfer expenditures;</b> including abnormal balances, outstanding accounts, refunds and discrepancies; makes adjusting entries when necessary. <b>Determine usage of appropriate disbursement coding</b> through the Uniform Code Manual (UCM), Fi\$cal Chart of Accounts Crosswalk and State Hospitals Account Codes.</li> <li>▪ <b>Runs the Fi\$cal QQ_AP_Outstanding Voucher report daily. Analyzes report data ensuring pending vouchers are fully processed on or before month end close and researches and resolves match and/or budget check errors timely.</b></li> <li>▪ <b>Responds to invoice status inquiries from suppliers and employees.</b></li> <li>▪ <b>Analyze STD 204 Payee Data Record forms for correctness and completeness and obtains additional information when necessary.</b></li> <li>▪ <b>Occasionally, prepares paper (legacy) claim schedules and ensures corresponding Fi\$cal paper claim catch up transactions are posted in same calendar month as warrant issuance date.</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ <b>Responsible for reviewing and analyzing the Revolving Fund Outstanding report monthly.</b> Researches outstanding expense advances and verifies outstanding balances are journal vouchered timely and notifies the Accounting Administrator of errors.</li> <li>▪ <b>Responsible for management of an Accounts Payable general ledger for assigned program, verifying expenditures against encumbrances.</b> Maintain and reconcile contract balances and vendor payment history posted in accounting systems for any erroneous handling of accounts, funding, and fiscal year. <b>Resolve invoice and payment errors</b> pertaining to Fi\$cal Vouchers, Legacy Claim Schedules, SCO warrants or/and Office Revolving Fund advances to ensure compliance with accounting guidelines.</li> <li>▪ <b>Quarterly reviews and analyzes the Fi\$cal EMSA_ZZ_STATUS_DET_RPT.</b> Identify open document balances eligible for liquidation/disencumbrance with the assistance of Project Coordinators and Approvers.</li> <li>▪ <b>Prepare and review vendor expense reports in response to time sensitive Public Records Act requests</b> from the media, subpoena payment documentations for various courts, and others with an 'on demand' deadline.</li> <li>▪ <b>Assist with the month-end closing processes and year end-closing,</b> including but not limited to the preparation and keying of accruals.</li> <li>▪ <b>Responsible for the annual review of 1099 data reports and handles corrections &amp; coordination when necessary.</b></li> <li>▪ Assures priority items are recognized and dealt with in a timely manner.</li> <li>▪ Utilizes Fi\$cal reports to prepare custom reports. Prepares clear, concise and comprehensive statistical reports and other related work as assigned.</li> <li>▪ Other Accounting Officer duties as required, including <b>back-up to other AP desks and assistance to Supervisor, such as in research of complex vendor payments and other accounting transaction problems,</b> gather documents per auditor's requirement, document process flow or update desk procedure, system testing for A/P related transactions, conduct training to new hires or other departmental personnel, and complete miscellaneous projects.</li> </ul>
10%	<p><u>DEPARTMENT RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> <li>▪ <b>Assists employees at all levels with any questions regarding accounts payables and/or general accounting inquiries.</b></li> <li>▪ Assists in analyzing and implementing all changes in rules, regulations, policies, etc. which affect office procedures.</li> <li>▪ <b>Assure priority items are recognized and dealt with in a timely manner</b> and expedites orders as necessary and/or required and notifies the Accounting Administrator as needed.</li> <li>▪ Perform problem solving and troubleshooting of daily activities in order to achieve the department goals and objectives.</li> <li>▪ Maintains a safe work environment, participates in all required safety training, inspections, and accident preventative intervention and investigations</li> </ul>
20%	<p><u>INTERPERSONAL RELATIONSHIP/LEADERSHIP</u></p> <ul style="list-style-type: none"> <li>▪ Takes an active role in the quality improvement process and acts as a facilitator for the QIMU within the accounting department.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Uses Policy and Procedures manual, State Administrative Manual, and other reference materials as necessary to ensure proper course of action and accuracy of documents.</li> <li>▪ Interacts with all levels of management, supervisors, and line employees within the department and agency on a regular basis.</li> <li>▪ Interprets and communicates accounting department policies and procedures to accounting staff, hospital staff and outside agencies.</li> <li>▪ <b>Contacts various local, county, state and federal governmental agencies. Serve as liaison to the State Controllers' Office and other state agencies in response to requests for information on processing vendor/contractor payments.</b> Develop and maintain effective employee, vendor, and client relationships by providing timely, accurate responses and service-oriented offers of assistance, and by ensuring that messages are transmitted to appropriate personnel quickly and accurately. Maintains a positive rapport with the State Controller's Office, Department of Finance, FI\$Cal staff, Global CalATERS staff, hospital staff, outside agencies and the public in written and verbal correspondence.</li> <li>▪ Utilizes a high degree of initiative, judgement, and responsibility when dealing with all staff and the public.</li> <li>▪ Takes initiative to communicate with supervisor and co-workers to ensure smooth flow of work, proper documentation when needed and follows through on problem resolutions.</li> <li>▪ Promotes and maintains a teamwork relationship with staff, thereby enhancing work productivity.</li> <li>▪ Remains flexible with work schedules and job duties to meet the needs of the hospital.</li> <li>▪ Performs other duties as assigned.</li> </ul>
Other Information	<p><b>1. SUPERVISION RECEIVED</b> Under the direct supervision of the Accounting Administrator I.</p> <p><b>2. SUPERVISION EXERCISED</b> None</p> <p><b>3. KNOWLEDGE AND ABILITIES</b></p> <p><b>KNOWLEDGE OF:</b> Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; governmental functions and organization.</p> <p><b>ABILITY TO:</b> Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; speak and write effectively; plan, organize, and direct the work of others; and effectively contribute to the department's affirmative action objectives.</p> <p><b>4. REQUIRED COMPETENCIES</b></p> <p><b>INFECTION CONTROL</b> – Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p><b>SAFETY</b> – Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.</p>

**AGE SPECIFIC** – Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+)

**THERAPEUTIC STRATEGIES INTERVENTION (TSI)** – Applies and demonstrates knowledge of correct methods in the Therapeutic Strategic Intervention (TSI).

**CULTURAL AWARENESS** – Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES** – Ability to ensure that all rules and regulations and policies and procedures for processing payments are adhered to; to ensure that fiscal database is reconciled to the SCO office and STO office monthly and all reconciling items are researched and corrected monthly; and to qualify to be a fidelity bond. The Accounting Officer (Specialist) must be able to qualify for a Fidelity Bond; maintain and exercise a high degree of ethics, integrity, confidentiality and professionalism while carrying out all job duties and representing the Accounting Department.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)** – Knowledge of commonly used office material/equipment as well as specialized accounting electronic data processing equipment, including but not limited to calculators, typewriters, computers, printers, copiers, phones, etc.; and technical proficiency in office computer applications (ex: Excel, Word, Outlook, etc.) and specialized accounting operating systems and tools such as FI\$Cal, Monarch, CalATERS, and TACS II, etc.

**5. LICENSE OR CERTIFICATION** – Not Applicable

**6. TRAINING** - Training Category = No Contact

The employee is required to keep current with the completion of all required training.

**7. WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;
- Comply with Hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free of symptoms indicating the presence of infection and are able to safely perform their essential job duties.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

  
\_\_\_\_\_  
Supervisor's Signature

02/11/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Reviewing Supervisor's Signature

02/11/2022  
\_\_\_\_\_  
Date